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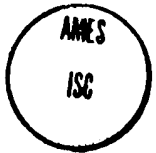
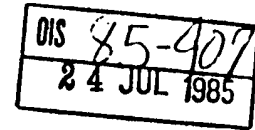
General
Services
Administration

Information Security
Oversight
Office

Washington, DC 20405

25 JUL 1985

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July 17, 1985

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Director, Office of Information Services
Central Intelligence Agency
Washington, DC 20505

Dear DeFelice:

On Tuesday, July 30, 1985, the Information Security Oversight Office will host an interagency meeting to discuss possible information security initiatives in areas that are currently receiving widespread interest. You are cordially invited to represent the Central Intelligence Agency.

The meeting, which will be unclassified, will focus on the initiatives and questions listed in the enclosure. It will be held in Room 5141-A of the General Services Administration Building, from 10:00 a.m. until approximately noon. The conference room is located on the fifth floor off the elevator reached most conveniently by entering the building at Eighteenth and E Streets, Northwest.

If you are unable to attend, we would appreciate your selection of an alternate. You are welcome to bring other representatives, although space limitations may restrict their number. Please provide June Brown (202-535-7255) with the name(s) of the person(s) attending from your agency no later than Friday, July 26.

Sincerely,

STEVEN GARFINKEL
Director

Enclosure

- I. Initiatives on reducing overclassification (unnecessary classification).
 - A. What are the primary reasons for overclassification?
 - B. Are there acceptable systemic means (i.e., changes to E.O. 12356, ISOO Directive No. 1, agency regulations) to attack the causes of overclassification?
 - C. What initiatives in education, training and oversight are available to attack the causes of overclassification?
 - D. What are realistic numerical goals for overall classification activity?
 - E. How can we effectively communicate our concerns and goals to the sources of overclassification?
- II. Initiatives on reducing the overdistribution of classified information.
 - A. How can we identify the sources of widespread distribution of classified information?
 - B. What standards can be established to determine the need for distributing classified information?
 - C. Are there acceptable systemic means available to reduce the overdistribution of classified information?
 - D. What initiatives in education, training and oversight are available to counter the overdistribution of classified information?
- III. Initiatives on establishing "classification management" as a critical element in the performance contract of key personnel.
 - A. What legal and/or procedural steps would be necessary to establish "classification management" as a critical element of performance contracts?
 - B. What personnel should be targeted?
 - C. What specific performance indicators should be included within the critical element on "classification management?"

IV. Initiatives on revitalizing the "need-to-know" principle.

- A. What are the causes in the erosion of "need-to-know?"
- B. Are there acceptable systemic means to restore adherence to "need-to-know?"
- C. What initiatives in education, training and oversight are available to restore adherence to "need-to-know?"

V. Initiatives on unauthorized disclosures of classified information.

- A. What initiatives on controlling unauthorized disclosures are currently ongoing?
- B. How may the information security community contribute to, support and review these ongoing initiatives?
- C. Are there acceptable systemic means available to attack the problem of unauthorized disclosures?
- D. Are there other initiatives that the information security community should be pursuing in the area of unauthorized disclosures?